

State of Nevada Attorney General's Office

Version Date: 11/30/2016

1994061 Bankruptcy Pleadings

Description: This record series is used to document and monitor bankruptcy proceedings in which the Department of Taxation and the Attorney General have interest. The files may contain: memos and related correspondence, spreadsheets for individuals and/or a business from the Dept. of Taxation, and copies of the following US Bankruptcy Court records: reports, orders, Request for Hearing Notice, amendments, replies, motions, Proof of Claims, disclosure statements, reorganization plans, Notice of Entry of Judgment, stipulations and dismissals.

Retention: Retain for a period of two (2) calendar years from the date of close of the case (notice of entry of judgment, dismissal, etc.).

Disposition: Destroy Securely

1993192 Charitable Trusts

Description: This record series consists of trusts which have a public beneficiary. All documents which a beneficiary is entitled to receive are sent to the Attorney General in accordance with NRS 165.230. Tax returns and other financial records of public foundations and organizations, as well as documents containing information on grants made by a public foundation or trust may also be filed here. The files may also contain inquiries (letters from individuals requesting information), file copies of advisory form letters sent in response to inquiries and related correspondence.

Retention: Retain files for a period of three (3) calendar years and then dispose in an ordinary manner. Files used in litigation to which the Attorney General or the state is a part (see NRS 228.160) falls under the retention requirements of RDA# 90-150.

Disposition: Destroy

2007021 Consumer Affairs Case File: Anti-Trust

Description: This record series is used to document the antitrust proceedings handled by the Bureau (See NRS 598A.070). The files may contain, but are not limited to, documentation of: (a) investigations, (b) court actions, (c) confidential documents received from entities and/or individuals, and (d) legal and industry research and similar documentation.

Retention: For cases investigated, litigated and/or settled out of court: retain the records listed under (a) and (b) in the description for a period of six (6) years from the final action of the case. For cases transferred to other jurisdictions (such as a district attorney or the federal government): transfer all documents to the appointed legal counsel. Documents listed under (c) in the description may be either destroyed or returned to the entity or individual upon the final action of the case. Documents described under (d) in the description may be purged from the file when no longer needed.

Disposition: Destroy Securely

1988252 Consumer Affairs Case File: Federal Energy Regulation Commission

Description: These records document cases involving the Federal Energy Regulation Commission. The record may include, but is not limited to:
Copies of court documents (petitions, motions, transcripts, etc.) and related material and, Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the date of final disposition, final action, withdrawal or dismissal. For cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel. Any notes retained may be disposed of when no longer administratively useful.

Disposition: Destroy

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1988250 Consumer Affairs Case File: Nevada Public Utilities Commission

Description: These records document cases involving utilities before the Nevada Public Utilities Commission. The record may include, but is not limited to: Copies of hearing documents (petitions, motions, transcripts, etc.) and related material and, Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the date of final disposition, final action, withdrawal or dismissal. For cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel. Any notes retained may be disposed of when no longer administratively useful.

Disposition: Destroy

2003006 Correspondence File - Official

Description: These records document the correspondence files generated by attorney general staff and includes letters, legal advice, legal opinions, and other types of correspondence generated while performing the official duties of the Office of the Attorney General.

Retention: Retain these records for a period of seven (7) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2003076 Correspondence File - Routine

Description: This record series consists of routine files created and/or received by attorney general staff and are used for routine office functions and/or information retrieval. The files may consist of: routine office and inter-agency correspondence of a transitory and/or housekeeping nature (announcements of staff meetings, requests for supplies etc.), general information requests, transmittal letters, copies of court documents (the original of which is found elsewhere) and similar types of records.

Retention: Retain only as long as the record holds value to the agency. It is recommended that they be retained no longer than three (3) years and may be purged at any time.

Disposition: Destroy

2009004 Extradition Claims Files

Description: These records document and administer the payment of claims to transport extradited individuals (See the Criminal Extradition Uniform Act, NRS 179.177 et seq.). These records are directly related to the Restitution Project Files. The record may contain, but is not limited to: Invoices from law enforcement agencies with supportive material; Travel claims with supportive materials; Copies of criminal justice records and; Related correspondence

Retention: Retain these records for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1990112 Extradition Detainer Case Files

Description: These records are used to document and administer cases when a detainer has been lodged against a person currently serving a state or federal sentence (See the Agreement on Detainers Act, NRS 178.620 et seq.). The record may contain, but is not limited to: Waivers and other forms; Copies of criminal justice records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date the file is closed.

Disposition: Destroy Securely

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2009005 Extradition Restitution Project Files

Description: These records document and administer the process to collect unpaid costs associated with extraditions (See the Criminal Extradition Uniform Act, NRS 179.177 et seq.). These records are directly related to the Extradition Claims Files. The record may contain, but is not limited to: Notice of Uncollected Restitution (Parole and Probation Division) with supportive material; Copies of court documents; Copies of Extradition Claims records; Copies of criminal justice records and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the date the file was closed.

Disposition: Destroy Securely

1999068 Investigation Files

Description: These records document the investigations conducted or referred for consideration of possible legal action. This includes both civil and criminal actions. The files may contain, but are not limited to: Investigative reports with associated documentation; Complaints with related documentation; Related correspondence and; Similar documents

Retention: Retain these records for a period of four (4) calendar years from the date the investigation was closed or discontinued.

Disposition: Destroy Securely

1990150 Legal Case Files

Description: These records document the civil cases under the Attorney General's care (See NRS 228.160 1)(a)). The record may contain, but is not limited to: Copies of court documents, including extraditions; Depositions and similar documents; Legal research material; Supportive documentation related to the case and; Related correspondence and notes

Retention: Retain these records, For cases litigated: for a period of seven (7) calendar years from the date of final disposition. For cases settled out of court or dismissed: for a period of seven (7) years from the date of last action. For cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel.

Disposition: Destroy Securely

1998001 Legal Case Files: Felonies

Description: This record series documents and administrates the cases to which the state is a party (see NRS 228.160) including Habeas Corpus and prison escapes. The files may include, but are not limited to: General correspondence, internal memos and attorney notes; Unfiled motions, petitions, offers of judgment, etc.; Copies of law enforcement records including: crime reports, police reports, investigative reports, waiver of rights forms, witness statements, evidence reports, transcripts of questioning, etc.; Copies of court records, including: motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, etc. and; Copies of photos, maps, tapes, microfilm, etc. which may be pertinent to the case

Retention: Retain the records for the following periods: Cases litigated: a period of seven (7) calendar years from the date of final disposition, and then transfer to the State Archives. Cases settled out of court or dismissed: a period of seven (7) calendar years from the date of last action, and then transfer to the State Archives. Cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel, and then transfer to the State Archives seven (7) calendar years from the date of final disposition. Any notes retained may be disposed of when no longer administratively useful. All other records, such as research and working papers, may be purged and disposed of ninety (90) days from the date of the final disposition or action of the case.

Disposition: Permanent: Transfer to State Archives

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2001008 Legal Case Files: Nuclear Projects

Description: This record series administers and documents each civil case dealing with nuclear projects to which the state or any officer of the state in his official capacity is a party or is monitoring as an interested party (see NRS 160(1)(a) & (b)). These files may contain, but are not limited to:
(A) Copies of court documents such as; motions, pleadings, orders, judgments and decrees, memorandums, replies, affidavits, jointers, exhibits, appendixes, complaints, summons, depositions, transcripts and similar documentation, and
(B); All related documentation such as attorney's notes, reports, correspondence, and any other information pertinent to the case.

Retention: Retain this record series for a period of twenty-five (25) calendar years after the case is resolved or no longer monitored.

Disposition: Permanent: Transfer to State Archives

2008033 Legal Research Files

Description: These records are used to do research for the production of legal opinions or give advice to clients. The record may contain but is not limited to: Requests for opinions/advice; Copies of laws, regulations, court cases, etc.; Drafts of opinions/advice; Related correspondence and; Similar documents

Retention: Retain these records for a period of ten (10) calendar years from the completion of the research.

Disposition: Destroy

2008044 Nevada Identity Theft Program Files

Description: The Nevada Identity Theft Program Card is not an identification card but provides victims with a way to show law enforcement and creditors that their identity has been stolen. Identity theft victims wishing to receive a program card must file a police report with their local law enforcement agency regarding the theft of their identity and request a Nevada Identity Theft Program Preliminary Application. Once a police report is filed the victim is given a program brochure which includes a preliminary application and gives step by step instructions on obtaining a program card. It helps in the process of repairing a victim's credit and identifying fraudulent criminal activity. The record may contain but is not limited to: A copy of the police report filed with a law enforcement agency documenting that the individual is a victim of identity theft; Preliminary Identity Theft Program Application; Denial letter (if applicable); Activation letter; Program card non-activation follow-up letter and; Electronic database form

Retention: Retain these records for a period of seven (7) calendar years from the expiration or renewal of the program card.

Disposition: Destroy Securely

1999069 Open Meeting Law Complaint Files

Description: This record series documents the investigations conducted or referred for consideration of possible legal action specifically dealing with violations of the Open Meeting Law in NRS Chapter 241. The files may consist of: investigative reports, complaints (forms and original letters), copies of news media articles, copies of meeting minutes & agendas, tapes of meetings, related correspondence, a determination of failure to state a claim under NRS Chapter 241 and similar documents.

Retention: Retain for four (4) calendar years from the date the investigation was finalized or discontinued.

Disposition: Destroy Securely

2016031 Open Meeting Law Opinions

Description: This record series documents the final action taken on investigations conducted or referred for consideration of possible legal action specifically dealing with violations of the Open Meeting Law in NRS Chapter 241. The files consist of the opinion, which includes a determination of no violation or findings of fact and conclusions of law under NRS Chapter 241.

Retention: Retain for ten (10) calendar years from the date of the opinion.

Disposition: Permanent: Transfer to State Archives

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1990113 Waiver of Extradition Proceedings Files

Description: These records are used to document the waiver of procedures required for extradition (See the Criminal Extradition Uniform Act, NRS 179.177 et seq.). The record may contain, but is not limited to: Waivers and other forms (including notifications); Copies of criminal justice records and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the date the file is closed.

Disposition: Destroy Securely